

SELF-ASSESSMENT SCENARIOS

TV-002 – TRAVEL ADMINISTRATION

Instructions:

Locate and highlight the appropriate self assessment script. Select “Know It” mode to begin the assessment. If you have questions, ask your instructor for assistance.

Self Assessment #1 – *Approve an Expense Report* Score: _____

Directions: Approve a submitted expense report.

In this exercise you are going to be acting as the Fiscal Office Approver. As the Fiscal Office Approver you will have the ability to Approver or Deny all of or part the expense report. For training purposes you will approve this expense report.

Important notes or comments to remember: Use this section to enter any notes or comments that learned during this assessment.
